



SPY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 264<sup>TH</sup> MEDICAL BATTALION, 32d MEDICAL BRIGADE  
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
2108 9<sup>TH</sup> STREET, SUITE 105, BLDG 1385  
FORT SAM HOUSTON, TEXAS 78234-5105

MCCS-AD

14 Jun 2007

MEMORANDUM FOR All Personnel, 264<sup>th</sup> Medical Battalion, 32d Medical Brigade, AMEDDC&S,  
Fort Sam Houston, TX 78234

SUBJECT: Submission of Military Pay Financial Actions (Policy Letter)

1. Purpose: To outline responsibilities and establish procedures for preparation and submission of financial actions for Army military personnel within the 264<sup>th</sup> Medical Battalion in a concerted effort to meet compliance of the Defense Military Pay Office (DMPO) requirements.

2. Scope: This memorandum is applicable to all Army military personnel that are assigned or attached to the 264<sup>th</sup> Medical Battalion.

3. References:

- a. DoD FMR 7000 14 R, Military Pay Policy and Procedures, April 2007
- b. AR 37-104-4, Military Pay and Allowances Policy, 8 June 2005
- c. AR 600-8-10, Leaves and Passes, 15 February 2006

4. Policy:

a. It is the policy of this command that all financial related actions be submitted to Battalion S1 office for processing. The Battalion S1 will ensure the following: (1) accurate completion of required form(s); (2) inclusion of supporting documents of the requested action(s); (3) submission of related correspondence in a timely manner (within three days of the action); (4) actions are logged and tracked accordingly as outlined in governing directives.

b. Commanders will establish internal controls to enforce the guidance set forth in this policy by ensuring that all finance related actions submitted on behalf of students (after the initial in-processing) and permanent party personnel are provided to Battalion S1 for further processing. In addition, Commanders will receive and review the timeliness report to use as a tool to identify problem areas and make necessary adjustments where necessary.

5. Drill Sergeants (DS) are responsible for ensuring all students have in-processed through Student Personnel (bldg 1290) to take care of their initial finance and personnel actions. The Defense Military Pay Office representative will ensure the proper documents are included to support the appropriate action. After all students have completed in-processing, Drill Sergeants will submit all subsequent student financial actions to the Battalion S1 for appropriate action.

MCCS-AD

SUBJECT: Submission of Financial Actions

6. The information below is required for processing reoccurring pay/ financial issues:

(a) **BAH with dependents:**

- (1) Recently married or recertifying:
  - (a) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA))
  - (b) Attach the original or certified copy of the marriage certificate
  - (c) If children are involved, a certified copy of the birth certificate is required
- (2) Single Soldiers with legal physical custody of child:
  - (a) DA Form 5960
  - (b) Attach a certified copy of the birth certificate or proof of parental custody
- (3) Vacating family quarters:
  - (a) DA Form 5960
  - (b) Copy of termination letter of government quarters
- (4) Parent as a dependent: (NOTE: Dependency Packet must be picked up from ID Card Section, Bldg 367)
  - (a) DA Form 5960
  - (b) DD Form 137-3 (Dependency Statement – Parent)
  - (c) Approved DD Form 1172 (Application for Uniformed Services Identification Card-DEERS Enrollment) from DFAS-Indianapolis

(b) **BAH without dependents** (for E-6 and below and/or Soldier married to Soldier):

- (1) DA Form 5960
- (2) Statement of non-availability of billeting space from the post housing office

(c) **BAH/DIFF:**

- (1) DA Form 5960
- (2) Proof of support for the child (i.e., Court order, Divorce decree) and birth certificate

7. Point of Contact the Bn S1 at 221-1179/0445.

  
WILLIAM P. LACHANCE  
LTC, MS  
Commanding